



# MAINTENANCE TECHNICIAN SERIES – TECHNICIAN I/II/III

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FLSA Status: Non-Exempt

Adopted: March 2000; Revised and Adopted April 2005

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

To perform or assist in a variety of semi-skilled and manual tasks in landscaping, building maintenance and the cleaning, maintenance, and repair of streets, parks, drainage systems, and related public works; operate power-driven equipment; and may act as a lead person on maintenance or repair jobs.

## DISTINGUISHING CHARACTERISTICS

**Maintenance Technician I:** This is the entry-level class in the Maintenance Technician series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned and in assisting higher-level staff in performing the more complex and difficult tasks. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

**Maintenance Technician II:** This is the journey level class within the Maintenance Technician series. This class is distinguished from the Maintenance Technician I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

**Maintenance Technician III:** This is the advanced journey-level class within the Maintenance Technician series. This class is distinguished from the Maintenance Technician II by the assignment of the full range of duties and the application of specialized knowledge in the most complex and advanced maintenance work of the crew. This position provides direction to a small crew of Maintenance Workers.

## SUPERVISION RECEIVED AND EXERCISED

**Maintenance Technician I:** Receives immediate supervision from a Public Works Supervisor or Maintenance Technician II or III.

**Maintenance Technician II:** Receives general supervision from a Public Works Supervisor or Maintenance Technician III. Exercises technical supervision over less experienced Maintenance Technicians and Laborers.

**Maintenance Technician III:** Receives general supervision from a Public Works Supervisor. Exercises technical supervision over Maintenance Technician I/II and Laborers. May order supplies, manage inventory, schedule work, and assist in budget development.

#### TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed are typical for positions in the Maintenance Technician I, II, and III classes.

##### **Building:**

- Performs air conditioning repairs and maintenance, including lubricating bearings, changing and adjusting belts and sheaves replacing air filters
- Performs minor electrical repairs
- Installs and replaces ballasts, switches, outlets, electrical ducting and wiring
- Repair minor roof leaks
- Loads, unloads and transfers parts, materials and equipment
- Builds alterations and repairs
- Operates small hand and power tools
- Prepares, caulks, primes and paints surfaces
- Performs plumbing repairs and installations
- Trouble shoots and does minor repair to air conditioning units
- Performs electrical and carpentry work
- Removes and replaces traffic signal and street light lamps
- Troubleshoots, services and performs repairs on street lights, parking lot lights, park lights and area lighting
- Assumes custodian's duties in incumbent's absence
- May be required to respond to emergency calls
- Performs related duties as assigned

##### **Field Utilities:**

Performs work in the following areas:

- Expose/repair/cut and replace broken sewer lines, water lines and leaks in mains and service lines with various types and proper size pipes, clean sewer mains/laterals/storm drain lines and catch basins, laying sewer and water mains and laterals, prepare trenches for asphalt, tap water lines and installation and repair of valves/meters and pipes of all size, prepare ground and apply asphalt concrete and premix materials to streets, and assist in performing backflow device repair; measure, cut, thread and fit pipe
- Break up of paved surfaces
- Perform pick and shovel work and dig, widen, and backfill trenches and other excavation
- Operate a variety of air tools, such as a jackhammer, and a variety of hand tools
- Clean storm drain lines
- Catch basins
- Clean mechanical equipment
- Load and unload trucks

- Operate power driven street, sewer, and water construction and repair equipment
- Load, transport, and unload pipe, gravel, dirt, asphalt, and other materials and equipment
- Remove and replace road material, such as asphalt
- Use premix asphalt to repair streets and gutters following sewer-line and water line repair, operate loader and dump truck to remove dirt and debris
- May occasionally operate a motor grader, dozer or other heavy equipment; performs Underground Service Alert locating for Town utilities
- May be required to respond to emergency calls
- Performs related duties as assigned

**Parks:**

- Performs turf, irrigation and tree maintenance
- Installs new landscape and street trees
- Plants, waters, and fertilizes nursery stock; performs routine maintenance on restrooms
- Picks up litter, trash, and leaves
- Cleans walks, parking lots and public fountains
- Assists certified operators with pest control and equipment maintenance
- May assist with carpentry, plumbing, metal work, and painting
- Loads and unloads trucks
- Cleans tennis and multi-purpose courts and bike trails
- Maintenance and marking of ball fields
- Identifies and classifies a variety of pesticides and weeds
- Selects and formulates spray plan for pesticides and herbicides that will control or eradicate
- Selects and mixes sprays according to labels
- Selects appropriate times and seasons to apply spray and performs duties necessary for eradication of pests and weeds
- Maintains parks to enhance beauty in a horticultural plan
- Trims trees, shrubs and plants
- Prunes, fertilizes, irrigates
- Completes tree and stump removal, mowing, edging, and watering
- Loads and unloads equipment
- Operates spray units for spraying lawns and trees, power tank sprays, stump grinder, operates chipper, dump truck, backhoe, forklift, loader, pickup, lift truck and chain saw
- Operates a variety of small hand tools, such as rakes, shovels, picks, vacuum, blower, lopper; occasionally maintains and repairs equipment
- Vandalism repair
- May be required to respond to emergency calls
- Performs related duties as assigned

**Streets:**

- Prepares street surfaces for paving
- Performs pick and shovel work and digging, widening and backfilling of trenches and other excavation
- Uses jackhammer and variety of hand tools
- Assists in applying asphalt, concrete, and premixed materials to streets and other roadways

- Cleans mechanical equipment
- Loads and unloads trucks
- Removes and replaces road material, such as asphalt
- Operates power-driven equipment
- Removes and replaces traffic safety materials, such as reflectors
- Operates power-driven traffic safety equipment
- Measures, cuts and threads pipe
- Measures lay outs and paints crosswalks, curbs stop bars, and sign posts
- Loads, transports, and unloads pipe, gravel dirt, asphalt, and other materials and equipment
- Operates a variety of air tools, such as jack hammer
- Uses premix asphalt to repair streets and gutters following water and sewer line repair
- Operates loader and dump truck to remove dirt and debris
- Back fills trenches and excavations
- May be assigned to lead a small maintenance or repair crew on a public works project
- Cleans drainage ditches and creeks
- Performs mechanical weed abatement
- Prepares surfaces for street painting, sign and concrete installations
- Performs pick and shovel work; uses jackhammer and variety of hand tools
- Prepares grade, forms, pours, and finishes concrete
- Cleans mechanical equipment
- Paints traffic lanes and installs street signs of various types
- Loads and unloads trucks
- May operate power driven street and painting equipment
- Operates vehicles and equipment including bucket trucks, pick-up trucks, power drills and saws
- May be required to respond to emergency calls
- Performs related duties as assigned

### SPECIAL REQUIREMENTS

Essential Functions: These functions may be performed with or without reasonable accommodation:

- Ability to work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

### PHYSICAL AND SENSORY REQUIREMENTS

- Must be physically capable of sustained lifting, standing, crouching, climbing and walking
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks including moving equipment/ furniture, operating equipment, lifting, stooping and bending.

- Must be able and willing to respond to emergency calls
- Required to wear personal protective equipment (PPE) appropriate for job assignments
- Must comply with respiratory program and Cal OSHA standards
- Speak, read and understand sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Sufficient skills to be licensed by the State of California to operate motor vehicle

### **Maintenance Technician I**

Knowledge of:

- Use and purpose of general construction and maintenance tools and equipment
- Basic construction and maintenance methods and terminology of trade
- Principles and practices of work safety

Ability to:

- Perform a wide variety of semi-skilled and unskilled tasks in the construction, maintenance and repair of Town public works
- Operate trucks and a variety of power driven equipment
- Perform heavy manual labor
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to completion of the twelfth grade.
- Experience: One year of experience in construction and maintenance work; public works experience is desirable.

### **LICENSES AND/OR CERTIFICATES**

Must possess and maintain a valid California drivers license.

### **Maintenance Technician II**

In addition to the qualifications for the Maintenance Technician I:

Knowledge of:

- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks, and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders, rollers, sewer rodders, compressors, vactor, flusher, patch truck and related equipment
- Tools used in street, water, sewer, parks, and building construction and maintenance
- Safe work practices

Ability to:

- Perform semi-skilled or skilled maintenance tasks in construction, maintenance, and repair of public works and lead a small crew on an assigned project

## EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Education: Equivalent to completion of the twelfth grade
- Experience: Two years of experience in general public works construction, maintenance, and repair work, including the operation of some power-driven equipment

## LICENSE AND CERTIFICATE

- Possession of an appropriate valid California Driver's license
- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation.

## **Maintenance Technician III**

In addition to the qualifications for the Maintenance Technician II:

Knowledge of:

- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks, and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders, rollers, sewer rodders, compressors, vactor, flusher, patch truck and related equipment
- Tools used in street, water, sewer, parks, and building construction and maintenance
- Safe work practices
- Personnel management including supervising staff
- Departmental and program budget development and monitoring
- Inventory control
- Purchasing

Ability to:

- Perform complex semi-skilled or skilled maintenance tasks in construction, maintenance, and repair of public works and lead a small crew

## EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Education: Equivalent to completion of the twelfth grade
- Experience: Five years of experience in general public works construction, maintenance, and repair work, including the operation of a wide range of related power-driven equipment.

OR

Three years of experience as a Maintenance Technician in the Town of Colma (any combination of Maintenance Technician I or II).

## LICENSE AND CERTIFICATE

- Possession of an appropriate valid California Driver's license
- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation.